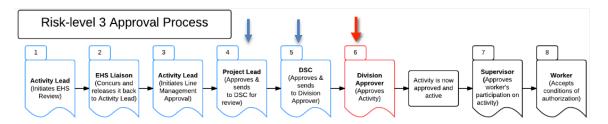
Tutorial: How to review and approve a Risk-level 3 Activity

Audience: Project Lead, Division Safety Coordinator, Division Director or Division Approver

This step-by-step shows how to review and approve a risk-level 3 Activity as part of the Annual rick-level 3 review process.

Overview: There are a number of roles that participate in the line management review and approval process, shown below. Steps 4, 5 and 6 indicates the line management review process.

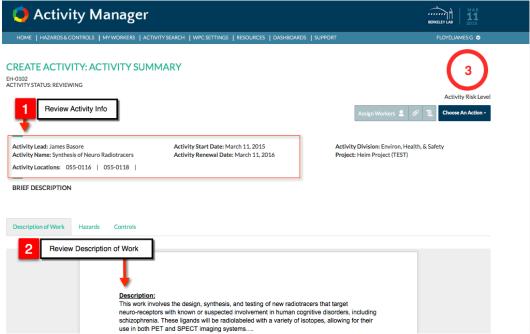
The process ends when the Division Director (or approver) approves the activity. The activity becomes active at that time.



Getting Started: You will be notified by email when you need to approve an Activity. The email will be from the Activity Manager system and explain that you have a Risk-level 3 Activity to approve. This email will include a link that takes you to the Activity Summary Page.

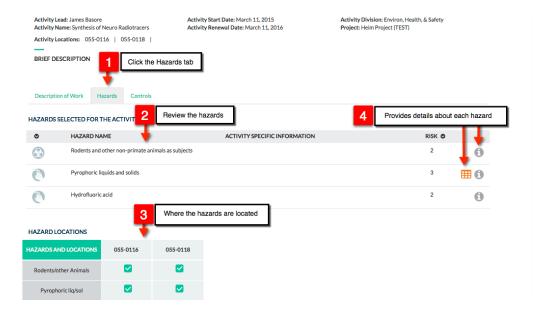
Step 1: Review the Activity Summary and Description of Work

The Activity Summary page provides general information about the Activity and provides access to the Statement of Work, the Hazards and Controls.



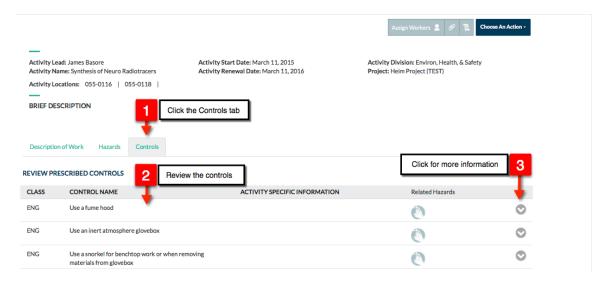
Step 2: Review the Hazards

Now that you have reviewed the Description of Work, the next step is to review the hazards.



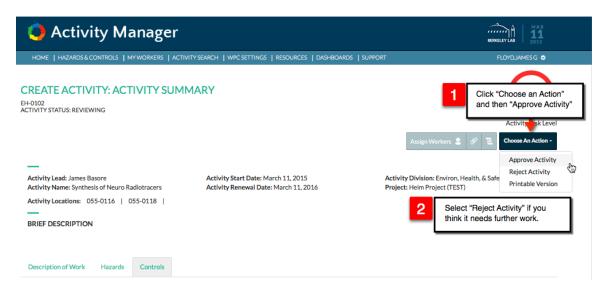
Step 3: Review the Controls

Now that you have reviewed the description of work and understand the hazards associated with the work, select "Controls" to review the methods used to control the hazards.



Step 4: Approve the Activity

The last step is to approve the Activity by Clicking "Choose an Action, and "Approve Activity."



After you approve the Activity, the Activity is Active (ready to go). Supervisors can then approve their staff's participation on the Activity, and workers can then accept the conditions of their Activity Authorization.

If you have additional Activities that require your approval, click the "Home" button to return to the home page, and then locate the action-required notification for the other activity(s) that need your approval, as shown below.

